

DEPARTMENT OF THE ARMY
ACQUISITION TUITION ASSISTANCE PROGRAM
PROCEDURES

20 July 2001

1. REFERENCES

- a. Public Law 101-510, National Defense Authorization Act for Fiscal Year 1991, "Title XII Defense Acquisition Workforce Improvement Act," November 5, 1990.
- b. DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991.
- c. DoD 5000.52M, "Career Development Program for Acquisition Personnel," November 25, 1991, authorized by DoD Directive 5000.52, October 25, 1991.
- d. DoD Directive 5000.57, "Defense Acquisition Workforce," October 22, 1991.
- e. DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992.
- f. DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Position," November 1, 1991.
- g. Title 5, Chapter 41, United States Code.
- h. Defense Acquisition University Catalog (current issue).
- i. DA Regulation 690-400, Chapter 410, Training.
- j. Part 410 of Title 5, Code of Federal Regulations.
- k. Federal Personnel Manual Bulletin 410-132, May 28, 1992.

2. PURPOSE

This document establishes procedures for an individual seeking tuition assistance through the Army Acquisition Tuition Assistance Program (ATAP).

3. SCOPE

This Army ATAP procedure applies to all individuals who meet the requirements set forth in the References.

4. PROCESS

a. The process by which an individual may apply for ATAP is through a competitive board selection. The Acquisition Career Management Office (ACMO) organizes, announces, and conducts the ATAP selection boards three times per year (February, June, and October).

Application Due Date	Board Date	School Start
31 December	February	April/May
30 April	June	August/September
31 August	October	January

b. The ATAP application can be downloaded from the acquisition home page at <http://asc.rdaisa.army.mil>.

c. The applicant must ensure supervisor is aware of his or her application to ATAP. To be considered for ATAP selection, all courses must be documented on the applicant's Individual Development Plan and approved by his or her supervisor.

d. Individuals must provide an application package for the specific education opportunity being pursued (12-24 semester hours of business, associate's degree, bachelor's degree, or master's degree).

e. Individuals must submit application and supporting documentation to the National Capital Region Customer Support Office (NCR CSO) by the application due date that corresponds to the ATAP Selection Board date for which application will be considered.

f. The NCR CSO receives and reviews all application packages for completeness and ATAP eligibility. The NCR CSO then forwards eligible application packages to the ATAP Selection Board.

g. The ATAP Selection Board reviews applications against a predefined set of criteria, as outlined in the Memorandum of Instruction, and compiles a Relative Standing List (RSL) for review and approval by the Deputy Director, Acquisition Career Management (DDACM).

h. The DDACM determines the funding lines for the RSL developed by the ATAP Selection Board.

i. Upon approval of the RSL by the DDACM, the NCR CSO prepares and sends notification of acceptance to the selectees. In addition, the NCR CSO sends notification to applicants who were not selected.

j. At least 30 days prior to the start of the course, participants must provide a DD Form 1556 to the NCR CSO with blocks 1 through 26 and blocks 32 through 34 completed. The payback agreement on the back of the DD Form 1556 must be signed by the participant. Book costs and lab fees (if appropriate), up to the limit outlined in the ATAP Policy, may be included on a DD

Form 1556 (provided the bookstore accepts it as a form of payment). If the bookstore does not accept a DD Form 1556 or if the required books are not available through the college bookstore, book reimbursement is authorized using an SF 1034 (Public Voucher for Purchases and Services Other Than Personal), which must be submitted with a copy of the purchase receipt. SF 1034 submissions must also include an Electronic Fund Transfer (EFT) form and a voided check.

k. Fund-cite information will be completed by the Army Acquisition Executive Support Agency's Resource Management Division.

l. Within 60 days of course completion, course grades must be submitted to the NCR CSO. If grades are not submitted, future funding may be withheld.

m. In accordance with the ATAP Policy, the ATAP participant is required to reimburse tuition expenses to the government if grade requirements are not met.

n. Any changes to the ATAP participant's curriculum must be coordinated and approved by the NCR CSO.

6. EFFECTIVE DATE AND IMPLEMENTATION. This document is effective immediately.



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